



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION

ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

JANE SWIFT
Governor

BOB DURAND
Secretary

LAUREN A. LISS
Commissioner

January 7, 2003

Dear Facility Owner/Operator:

Enclosed are the **2002 Source Registration/ Emission Statement (SR/ES) Forms** for your facility. Based on the requirements of 310 CMR 7.12, Registration for the Control of Air Pollution in Massachusetts, you are required to complete these form(s).

The form(s) must be completed using calendar year 2002 information and returned to the Department of Environmental Protection (DEP) by April 15. In prior years, Source Registrations were due in March. As a result of rule changes in 2001, the report deadline has been extended to April 15. In order to meet our reporting requirements to EPA, DEP cannot grant extensions beyond this date. MADEP welcomes any completed report before this date. You should be aware that failure to comply with the annual registration or failure to submit accurate, complete or signed form(s) may result in Administrative Penalties of up to \$1,000 per day.

The Source Registration 2002 Instructions, side-by-side forms and blank forms are essentially the same as those sent last year. The forms and instructions have been modified slightly to capture North American Industry Classification System (NAICS) codes instead of Standard Industrial Classification (SIC) codes and to clarify the reporting requirements of halogenated organic compounds (HOC), hydrocarbon compounds (HYC) and volatile organic compounds (VOC). **The forms and instructions have been also been modified to allow for reporting ammonia (NH₃) and PM2.5 emissions as part of a new reporting rule, published by EPA called the Consolidated Emission Reporting Rule (CERR).**

In an effort to reduce paper use, we are not sending out new copies of the Instructions or the blank forms this year. Facility specific side-by-side forms and a HAP form are enclosed as well as supplemental tables and information sheets addressing the new reporting requirements.

We hope you will re-use the Instructions we sent last year. A copy of the Instruction packet is available on our Web site address listed below so that you can access the parts you need or download the entire document onto your computer. Blank SR/ES form(s) are also available on DEP's Web site. The forms can be downloaded, filled out in MS Word, then printed and mailed to DEP. You may download the forms or instructions by visiting our Web site:

<http://www.state.ma.us/dep/bwp/daqc/daqcpubs.htm>

Pay close attention to the "potential emissions" calculations (Appendix C: Calculations Section C.1), as they help to define the regulatory requirements to which your facility is subject. Please note that ALL

This information is available in alternate format by calling our ADA Coordinator at (617) 574-6872.

DEP on the World Wide Web: <http://www.state.ma.us/dep>

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FACILITIES are required to complete and submit the Hazardous Air Pollutant (HAP) Form, (BWP AQ CAA List of Hazardous Air Pollutants for Source Registration), as well as the side by side printout, or relevant forms as described in the instructions for first time filers.

The following is of particular importance to proper completion of the 2002 SR/ES:

The EPA has published the Consolidated Emission Reporting Rule (CERR) in the Federal Register (67FR 39602). The purpose of the CERR is to simplify the reporting of criteria pollutant emissions. One important element of the CERR is a requirement that states begin collecting PM_{2.5} and ammonia (NH₃) data from facilities emissions. We are introducing these new requirements this year by supplying you with information on how to calculate these new emissions. See the enclosed PM_{2.5} and NH₃ supplementary information sheets to see if you need to report these emissions and how to do so. These supplementary information sheets are also available on our Web site.

The completed form(s) should be returned to the DEP Boston Office:

Massachusetts Department of Environmental Protection
One Winter St., 8th floor
Boston, MA 02108 Attn: Robert Boisselle

You should keep a copy of the form(s) for your records.

Some facilities have periodic reporting requirements in addition to the SR/ES. If you are the owner/operator of one of these facilities, please consult the citations below or facility specific approvals for your additional reporting requirements:

- 310 CMR 7.02(1)-new/modified installation
- 310 CMR 7.02(9)-RES
- 310 CMR 7.02(11)-25%/50% Rule notification
- 310 CMR 7.18-VOC RACT/ECP or
- 310 CMR 7.19-NO_x RACT/ECP
- 310 CMR 7.22 State Acid Rain Program
- 310 CMR 7.00 Appendix B-Emission reduction credits
- 310 CMR 7.00 Appendix C-Operating permits

Your submittal provides DEP with valuable information on the types of air pollution sources, quantity of their emissions, and their effects on ambient air quality across Massachusetts. This information is also used for program planning, technical assistance targeting, state and federal emissions inventories, and implementation plans.

We appreciate your time and attention to this matter. If you have any questions, please contact **Robert Boisselle** at 617- 292-5609.

Very truly yours,

Barbara A. Kwetz
Director
Division of Planning and Evaluation
Bureau of Waste Prevention

Encl.